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Approved For Release 2001/08/31 : CIA-RDP78-05551A000100080002-6

25X1A

TRAVEL VOUCHER

NAME OF PAYEE E.R. Saunders		OFFICIAL DUTY STATION Washington, D.C.	
PERIOD COVERED BY THIS CLAIM		TRAVEL ORDER NUMBER OR OTHER AUTHORITY FOR TRAVEL	
FROM: 26 October 1955	TO: 19 December 1955	WF-21-56	
CLAIM SUMMARY			
Per diem		\$ 186.60	
Transportation used		\$ 1,899.16	
Other		\$ 29.42	
Total claimed		\$ 2,515.18	
Less: Advances received		\$ 2,799.16	
Net due to claimant		\$ EXCESS	
or			
Net to be refunded		\$ 283.98	
FORWARD CHECK TO:			
NAME	STREET AND NO.	CITY	STATE
OTHER PAYMENT INSTRUCTIONS			
<p>I CERTIFY that the expenses itemized on this voucher were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any other sources, Government or private; and that this voucher and attachments, if any, are true and correct in all respects.</p> <p>_____ (Date)</p> <p>_____ (Signature of payee)</p>			
APPROVED			
_____ (Date)	_____ (Allotment)	_____ (Title)	_____ (Approving officer)
CERTIFIED FOR PAYMENT OR CREDIT			
_____ (Date)		_____ (Authorized certifying officer)	
THIS SPACE FOR FINANCE USE ONLY			
(13-22) DESCRIPTION	(40-42) EXPEND. CODE	(47-52) ADVANCE A/C NO.	(53-57) GENERAL LEDGER A/C NO.
		(59-67) ALLOTMENT LEDGER A/C NO.	(62-67) CHECK NO. X VOU. NO.
		(68-70) DUE DATE	(71-80) AMOUNT DEBIT CREDIT
		(62-67) OBJECTIVE CLASS	
<p>JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 2 NO CHANGE</p> <p>IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S RET. JUST. 22</p> <p>NEXT REV DATE 10 REV DATE 6/2/80 REVIEWER 02972 TYPE DOC. 05</p> <p>NO. PGS 13 CREATION DATE _____ ORG COMP 09 OPI 38 ORG CLASS 5</p> <p>REV CLASS C REV COORD. _____ AUTH: HR 70-3</p>			

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Student

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STATEMENT OF OFFICIAL FUNDS ADVANCED TO TRAVELER OR TRAVEL TICKETS FURNISHED

STATEMENT OF OFFICIAL FUNDS ADVANCED TO TRAVELER OR TRAVEL TICKETS FURNISHED				
DATE	SOURCE	AMOUNT OF FOREIGN CURRENCY	RATE TO U. S. \$	U. S. \$ EQUIVALENT
(SEE ATTACHMENT 6)				

TOTAL \$ 2,799.16

STATEMENT OF TRANSPORTATION USED

[illegible]

*If public carrier, show abbreviated name thereof and class of service used.

TOTAL \$ ~~1,899.16~~

INSTRUCTIONS

1. Show itinerary, time of departure and arrival at each point, in chronological order.
2. Compute per diem on basis of itinerary, showing applicable current authorized rates.
3. Itemize and fully explain all expenses by days.
4. When receipts required by regulations are not attached, state fully the reasons for omission.
5. Where applicable, indicate units of foreign currency and rate of exchange, supported by substantiating documents.

GOVERNMENT QUARTERS FURNISHED ☐ NO ☐ YES

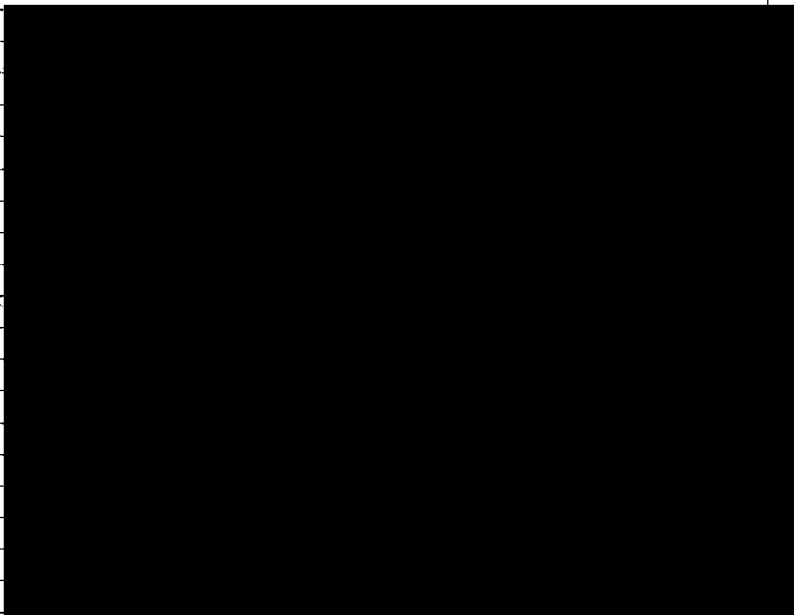
DATES

(See For Item Schedule)

MEALS FURNISHED ☒ NO ☐ YES

IDENTIFY MEALS

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER			
DATE 1955	CHARACTER OF EXPENDITURE AND DETAIL OF ITINERARY	AMOUNT CLAIMED	
		PER DIEM	OTHER
26 Oct			3.75
			2.00
27 Oct			

FOR ADDITIONAL SPACE USE CONTINUATION SHEET, FORM NO. 1-12

575

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Next 2 Page(s) In Document Exempt

Approved For Release 2001/08/31 : CIA-RDP78-05551A000100080002-6

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SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER

CHECK ONE: ☐ TOTALS ☐ CARRIED FORWARD

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SCHEDULE OF EXPENSES AND ITINERARY OF TRAVEL

DATE 19 55	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY (DEDUCT 1/5 FROM THE APPLICABLE PER DIEM FOR EACH MEAL AND LODGING FURNISHED WITHOUT CHARGE)	AMOUNT CLAIMED	
		PER DIEM	OTHER
	Brought forward		
26 Oct	Per diem claimed: 1/2 day @ \$12.00		
27 Oct	1/2 day @ 12.00 - 1/2 day @ 6.00 -	\$ 6.00	6.00
28 Oct		3.00	9.00
29,30	3 days @ 15.00		45.00
31 Oct	1/4 day @ 15.00 - 1/4 day @ 6.00 -	1.75 1.50	8.25
	Less: One day lost due to crossing IZ.		(6.00)
1 Nov	1/4 day @ 6.00 - 1/4 day @ 12.00 -	1.50 3.00	7.50
2 thru 10 Nov	9 days @ 12.00 - Less: 80% of \$12.00 = \$2.40 x 3 for quarters furnished.	\$108.00 21.60	86.40
11 Nov	1/4 day @ 12.00 - 1/4 day @ 6.00 - Less: 80% of \$6.00 for quarters furnished -	4.50 4.50 1.80	6.30
12,13, 14 Nov	3 day @ 6.00 - Less: \$1.80 x 3 for quarters furnished	18.00 3.60	14.40
15 Nov	1/2 day @ 6.00 - 1/2 day @ 9.00 - Less: 80% of \$9.00 for quarters furnished -	3.00 4.50 1.80	5.70
16,17 Nov	2 days @ 9.00 - Less: \$1.80 x 2 for quarters	18.00 3.60	14.40
18 Nov	1/2 day @ 9.00 - 1/4 day @ 6.00 - 1/4 day @ 16.00 -	4.50 1.50 4.00	10.00
19,20 Nov	2 days @ 16.00		32.00
21 Nov	1/2 day @ 16.00 - 1/2 day @ 10.00 - Less: 80% of \$10.00 for quarters furnished	8.00 5.00 13.00	
22,23 Nov	2 day @ 10.00 - Less: quarters \$2 x 2 -	20.00 4.00	16.00
24 Nov	1/2 day @ 10.00 - 1/4 day @ 6.00 - 1/4 day @ 11.00 -	5.00 1.50 2.75	9.25
25 Nov - 3 Dec	9 days @ 11.00 - 1/4 day @ 6.00 - 1/4 day @ 10.00 -		99.00
4 Dec	1 day @ 10.00	7.20	9.00
5 Dec	1/4 day @ 10.00 - 1/4 day @ 25.00	7.50 6.25	13.75
	CHECK ONE: <input type="checkbox"/> TOTALS <input checked="" type="checkbox"/> CARRIED FORWARD		106.55

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CONTINUATION SHEET

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER

DATE	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY (DEDUCT 1/5 FROM THE APPLICABLE PER DIEM FOR EACH MEAL AND LODGING FURNISHED WITHOUT CHARGE)	AMOUNT CLAIMED	
		PER DIEM	OTHER
1955	Brought forward	406.35	
7,8 Dec	Per diem claimed: 2 day @ \$25.00	50.00	
9 Dec	3/4 day @ 25.00	18.75	
	1/4 day @ 6.00	1.50	
10 Dec	1/2 day @ 6.00	3.00	
	1/2 day @ 11.00	5.50	
	Less: 20% of \$11.00 for quarters furnished -	2.20	
11,12 Dec	2 days @ 11.00	22.00	
	Less: Quarters \$2.20 x 2	4.40	
13 Dec	3/4 day @ 11.00 -	8.25	
	1/4 day @ 15.00	3.75	
	Less: 20% of \$15.00 for quarters furnished -	3.00	
14 Dec	1 day @ 15.00	15.00	
	Add: One day gained due to crossing IRL	15.00	
15 Dec	1 day @ 15.00	15.00	
16 Dec	1/4 day @ 6.00	1.50	
17 Dec	1 day @ 12.00	12.00	
18 Dec	1 day @ 12.00	12.00	
19 Dec	1/2 day @ 12.00	6.00	
	TOTAL -	308.75	
	Government Quarters Furnished:		
	Nov 1 thru 9		
	Nov 11-12-13-14		
	Nov 15-16-17		
	Nov 21-22-23		
	Dec 10-11-12		25X1A
	Dec 13		
	CHECK ONE: <input type="checkbox"/> TOTALS <input type="checkbox"/> CARRIED FORWARD		

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